

**Approval Checklist**  
**Appeal of Administrator’s Decision**  
**Requirements for filing a petition**

- \_\_\_
1. One (1) completed **checklist** (this light green form).
- \_\_\_
2. One (1) completed **petition** (light green form), typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing.

Be sure to include:

- ☐ Previous petition number
- ☐ Present zoning
- ☐ Township

- \_\_\_
3. Reason(s) for the appeal of the Administrator’s decision.
- \_\_\_
4. One (1) copy of the **Letter of Approval or Denial related to the Administrator’s decision.**
- \_\_\_
5. One (1) copy of the **legal description.** Attach to the petition.

*Metes and bounds descriptions should include two (2) copies of the perimeter survey, drawn to scale.*

- or -

*Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 for a nominal charge).*

*For additional information regarding the requirements of the legal description, consult the informational flyer titled "Legal Description Requirements".*

- \_\_\_
6. One (1) copy of **Zoning Base Map**, scale of 1 = 1000, with the site indicated. Base maps are available in Room 1821 for a nominal charge.
- \_\_\_
7. Non-refundable **filing fee.** Checks must be made payable to the "City Controller".
- \_\_\_
8. **Contact person** to be notified when notices are prepared, to provide additional information and to receive written Staff Report:

NAME (print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

**All forms should be typewritten and all documents must be legible !**